AI IMPACT REPORT

Jade Jackalope Co.

https://jade-jackalope-co-y3km.example

Prepared by Secur-Serv Sep 29, 2026 Confidential

Jade Jackalope Co. runs a document-heavy practice: fee proposals, weekly client updates, RFI responses, specifications and code summaries are all written by hand from the same project records. Two queues, contractor RFIs at about 120 a month and phase-based invoicing at about 70 invoices a month, are the strongest candidates for drafting and agent-style assistance. AI posture is at the baseline: no policy, no owner and no visible tooling, while staff already use personal AI tools on client work.

> Fourteen operating processes were evidenced from first-party job postings and studio pages, twelve of them candidates for AI assistance. The opportunity is concentrated in the documents the studio produces every week, and the first step is governance rather than tooling.

BIGGEST OPPORTUNITY

Draft fee proposals, progress updates and RFI responses from existing records

The same project data feeds all three; a drafting layer removes the blank page from roughly 400 documents a month.

Roughly 250 to 350 hours a month across architects, project managers and construction administrators

BIGGEST RISK

Client drawings and correspondence enter personal AI tools with no policy or approved tool.

Client agreements carry confidentiality terms; ungoverned AI use is a contractual exposure before it is a technical one.

RECOMMENDED NEXT STEP

A two-hour working session with the principals and the studio director to agree the acceptable-use policy and pick the first two drafting pilots.

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02 — Business & Positioning at a Glance

About 35	12	About 60	48	2004
Staff	Licensed architects	Active projects	Completed projects	Founded

Jade Jackalope Co. is a single-studio architecture practice of about 35 people designing housing, education and civic buildings for public and private clients. It carries projects from feasibility through construction administration, writes its specifications in-house and runs energy modelling on every project.

WHAT MAKES THEM DIFFERENT

- A written, phased fee proposal for every commission and a written progress update every week.
- Every contractor RFI answered within five business days.
- In-house specification writing and energy modelling on every project.

> *Buildings that belong to their place and the people who use them.*

LEADERSHIP

Elena Marsh
Founding Principal
Founded the studio in 2004

Tomas Reyes
Principal, Director of Practice
Joined 2011

Aisha Bell
Studio Director
Joined 2019

RECOGNITION

- Regional design awards in 2023 and 2025

STRATEGIC MOMENTUM

- Three open designer roles and a growing education portfolio — Growth is constrained by architect time, so hours returned to architects convert directly to fee capacity.
- Construction administration added as a standalone service — RFI volume will keep rising, which raises the value of drafting assistance on that queue.

A practice whose differentiators are written artefacts and turnaround times is exactly where drafting assistance pays back first.

03 AI Posture — Where They Sit

BASELINE ASSESSMENT — There is no AI policy, no named AI owner and no AI tooling visible on the site or in job postings. This is the common starting point for a studio of this size and is not a weakness in itself, but it means the first move is governance.

The principals have made no public AI statement, while postings and the tools designers use day to day suggest individual adoption is already under way, including image generation for early concepts. The gap is between a studio that is quietly using AI and a leadership that has not yet set the terms.

04 What the Industry Is Doing

50 to 70 percent reduction in rendering time reported by small practices using image generation
Early concept visualisation

30 to 50 percent reduction reported by design firms using drafting assistants
Fee proposal drafting

From multi-day to same-day drafts in construction administration pilots
RFI response turnaround

Small practices are early in adoption; the leaders are distinguished by governance and reviewer discipline, not by tooling.

- Small and mid-size architecture practices adopt AI first in early concept visualisation and in writing: proposals, narratives and specifications.
- Construction administration teams are the first to use drafting assistance on RFIs and submittal reviews, inside the existing construction management tool.
- Practices with public-sector clients tend to publish an acceptable-use policy before any client-facing AI use, because procurement questionnaires ask for one.
- Code and zoning research is moving to AI-assisted summaries with citations, with the architect checking each cited section.
- Firms are pricing recovered drafting hours as margin on fixed-fee phases rather than reducing fees.

SOURCES: Industry surveys of architecture-practice AI adoption • Construction-management vendor benchmarks • Public-sector procurement questionnaires — see appendix for details.

05 — Peer Set

Five regional practices of similar size and sector mix, drawn from the same award programmes and overlapping public-sector shortlists.

COMPETITOR	WHY THEY'RE ON THE RADAR	WHAT THEY'RE DOING WITH AI	AI POSITION
Larkspur Design Studio	Competes on the same education and civic shortlists; roughly 40 staff in the same region.	Publishes an AI acceptable-use policy on its practice page, shows AI-assisted concept imagery in its process description, and a project manager posting lists 'AI drafting tools for client reporting' among daily tools.	Ahead. Governance published and AI in the daily workflow.
Granite & Vine Architects	Housing-focused practice of similar size that competes for the same private developer clients.	Hiring a 'design technology lead' to standardise specification and proposal drafting across the studio; the careers page asks for 'fluency with AI writing and rendering tools'.	Investing now in the same drafting opportunity identified here.
Alder Street Architecture	Similar size and sector mix; frequently the third shortlisted practice.	No public AI activity found on the site, in job postings or in press coverage.	At the same baseline as Jade Jackalope Co..
Northbank Collaborative	A fast-growing practice that has won two public projects in Jade Jackalope Co.'s region in the last two years.	Markets 'AI-assisted feasibility studies' with a two-week turnaround as a service, and published a case study on using drafting assistance for code summaries.	Ahead on positioning. Uses AI as a sales message, not only an internal tool.
Halyard Architects	A civic and education practice with the same construction administration offering.	A construction administrator posting lists 'AI-assisted RFI drafting' as a tool in use; no client-facing AI claims.	Level. Internal experimentation, no external commitments yet.

06 — AI Opportunity Map

Because staff already use AI individually, the quickest wins are the ones that bring existing habits under a policy and into the studio's tools, rather than new capabilities.

Quick Wins 4
Low effort · Medium or high value
Draft fee proposals · Draft RFI responses · Weekly client update drafts · Draft specifications from precedents

Major Projects 3
Medium or high effort · Medium or high value
Pre-invoice time checks · Project setup and consultant access · Permit status alerts

Fill-Ins 3
Low effort · Low value
Code check summaries · Monthly profitability commentary · Case studies and award entries

Reconsider 1
Medium or high effort · Low value
Portfolio screening and scheduling

VALUE →

EFFORT →

TOP 11 RECOMMENDED USE CASES

Draft fee proposals
Business Development And Design
Architects start from a complete phased draft; the proposal cycle shortens from two to three weeks towards one.
Roughly 40 to 60 architect hours a month

Draft RFI responses
Construction Administration
About 120 requests a month matched to the right sheets and prior answers, with a draft ready for the architect to issue.
Roughly 80 to 120 construction administration hours a month

Weekly client update drafts
Project Delivery
About 60 updates a week drafted from the tracker; project managers edit rather than write.
Roughly 150 to 200 project-manager hours a month

Draft specifications from precedents
Design
Specification sections drafted from precedent projects and product data for about four projects a month.
Roughly two to three architect days per project

Pre-invoice time checks
Finance
Fee overruns surface during the month instead of at month end; invoice drafts with proposed percentage complete are ready on day one.
Roughly 20 hours a month plus earlier overrun recovery

Project setup and consultant access
Bim And It
Every project starts with the same workspace, and consultant access ends when the project does, with an audit trail.
Fewer access gaps rather than hours saved

Permit status alerts
Project Delivery
Review comments and deadlines surfaced to the project team across jurisdictions instead of being checked by hand.
Fewer missed review comments across about 60 active projects

Code check summaries
Compliance
Applicable sections summarised with citations for the architect to check before each submission.
Research time per submission roughly halved

Monthly profitability commentary
Finance
Variance commentary and the first draft of the partners' report generated from the month's figures.
About a day of finance time each month

Case studies and award entries
Marketing
More completed projects become case studies and award entries because drafting stops being the bottleneck.
About a day of coordinator time per project

Portfolio screening and scheduling

Recruiting

Applications compared against role requirements and interviews proposed on a principal's calendar.

Three open roles; the time saved is small next to the delivery opportunities

07 Workforce & the Human Side of AI

Twelve licensed architects and about 20 designers, project managers and construction administrators whose time is the constraint on growth, supported by a three-person operations team.

HOW ROLES ARE EVOLVING

- Project architects move from writing proposals and specifications to reviewing and negotiating them.
- Construction administrators move from researching each RFI to checking a draft and managing the exceptions.
- Project managers spend the weekly update hour on client conversations instead of formatting.

HIRING POSTURE

Three open designer roles; capacity, not demand, limits growth.

WHAT SUCCESSFUL ADOPTERS DO

- A short reviewer checklist for any AI draft that leaves the studio.
- Named champions in design and construction administration who collect what works.
- Thirty minutes at the monthly lunch-and-learn for the first two quarters.

CAPABILITY GAPS THE PLAN IMPLIES

- No one owns AI policy or tooling decisions.
- Timesheets and phase fees live partly in spreadsheets.

08 — Data — The Fuel for AI

Project, drawing and RFI data is already in systems; the finance reconciliation and continuing-education tracking are the two places where the record of truth is a spreadsheet.

PRODUCTIVITY & COLLABORATION SURFACE

Microsoft 365 — Teams and Word are named in postings; the careers page references Microsoft 365 as the studio standard.

EMAIL
Exchange Online; clients receive weekly updates and invoices by email.

FILES
Project files and consultant sharing live in Dropbox; internal documents in SharePoint.

MEETINGS
Microsoft Teams for internal, client and consultant meetings.

CHAT
Microsoft Teams channels per project.

DATA TYPES THAT MATTER FOR AI

Client drawings, models and correspondence	Covered by confidentiality terms in client agreements; must only enter approved tools under the policy.
Project records: proposals, progress updates, specifications, RFI responses	Well-structured and internal; the primary input for drafting use cases.
Timesheets and phase fees	Split between the time tracker and a spreadsheet; needs consolidation before automation.

A note on unsanctioned AI

Personal AI tool use is likely widespread and ungoverned, including image generation for early concepts.

09 Risks to Watch

Governance

Client drawings and correspondence enter personal AI tools with no policy or approved tool.

Client agreements carry confidentiality terms; a public-sector client will ask in the next procurement questionnaire.

Watch for: Any designer uploading a client drawing or brief to a personal AI account.

Delivery

AI-drafted RFI responses reach contractors without a licensed architect's review.

An RFI response is a design instruction with liability attached.

Watch for: Draft-to-issue time drops faster than review time.

Delivery

Fee proposals go out with scope language a person did not read.

Scope language that a person did not read becomes a contract.

Watch for: Proposal turnaround drops while review time does not rise.

Commercial

Competitors publish AI-assisted services and governance first.

Three of five peers already advertise or hire for it, and one sells AI-assisted feasibility as a service.

Watch for: AI language appearing in competitor proposals and interview presentations.

Commercial

Architect capacity stays the growth ceiling while drafting time is not recovered.

Three open roles and a growing education portfolio mean every recovered architect hour converts to fee capacity.

Watch for: Utilisation flat while the enquiry pipeline grows.

Operational

Timesheets and phase fees stay in spreadsheets, so the finance opportunities never start.

Two of the eleven opportunities depend on that data being readable from a system.

Watch for: Month-end reconciliation still exported to a workbook two quarters from now.

The next 12–24 months:
Within a year, drafting assistance on proposals and RFIs becomes table stakes for practices of this size; within two, public-sector clients expect an AI policy in every procurement questionnaire.

10 Prioritized Action Plan

#	ACTION	OWNER	EFFORT	EXPECTED OUTCOME
1	**Publish an AI acceptable-use policy and name an owner**	Studio director with a principal	Low	Every later step has a policy to point to; answers the procurement question before it is asked.
2	**Pilot fee proposal drafting with two project architects**	Principal, Director of Practice	Low	Proposal cycle shortened; a reviewer checklist proven on real documents.
3	**Pilot RFI response drafting on one live construction site**	Construction administration lead	Medium	Same-day drafts with the architect issuing every response; measured before extending to other sites.
4	**Pilot weekly client update drafting on five projects**	Project management lead	Low	About five project-manager hours a week returned per pilot project.
5	**Move timesheets and phase fees out of the spreadsheet**	Office and finance manager	Medium	Prerequisite for pre-invoice checks; earlier fee overrun visibility.

Governance first because every later step depends on it, then the drafting pilots with the lowest effort and strongest evidence, then the RFI queue that needs measurement on one site before it can extend, then the data prerequisite for finance.

11 Recommended Next Step

Book the two-hour working session to agree the policy and choose the first two pilots.

START HERE

Publish an AI acceptable-use policy and name an owner

Agree the acceptable-use policy and pick the two drafting pilots in one working session.

Owner: Studio director

YOU BRING

The principals, the studio director and two recent fee proposals.

WE BRING

An acceptable-use policy template, the reviewer checklist and a configured drafting pilot in Microsoft 365.

SECUR-SERV

Take an assessment to discover where AI can help you!

Secur-Serv can pinpoint your highest-value AI opportunities in minutes. Start the short readiness assessment below.

Start the assessment →

https://ai-self-assessment.com/aisurvey/secur-serv

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Appendix — Sources & Further Reading

Top 3 Sources Cited

Industry surveys of architecture-practice AI adoption

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Visualisation and writing lead adoption; governance lags by about a year.

Construction-management vendor benchmarks

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RFI drafting assistance reaches usable quality once a project's drawing set and prior responses are indexed.

Public-sector procurement questionnaires

—

An AI acceptable-use policy is now a standard question for design consultants.

First Party

jade-jackalope-co-y3km.example — Project architect posting: fee proposals, code research, specifications; Construction administrator posting: RFI responses; Office and finance manager posting: monthly invoicing and profitability report; Project manager posting: weekly client updates

Construction administration page: RFI volume and turnaround commitment; Studio page: shared model and consultant bench; Services page: fee proposal and weekly update commitments

Competitor

COMPANY SITE Larkspur Design Studio: published AI policy and AI-assisted process