

Our approach is outlined below. For smaller scope projects, this process can be abbreviated.

**1. Personal Interviews** Personal meetings are very important to our process. Our first meeting with you usually runs one-and-a-half to two hours, during which time we discuss and take detailed notes on your needs, wants, ideas and ideals. We can usually determine the appropriate approach to take at this time, in consideration of your budget goals.

**2. Preliminary (Schematic) Design** We develop preliminary designs based on the discussion and ideas generated at our meeting. These designs are presented in the form of sketches, drawings (plans and elevations), computer renderings and three dimensional models, if needed. We are able to price various options at this stage, which can help in your decision making. We also provide feasibility studies & master planning, often the first steps to determining which design option is right for you and how we might “phase” a project. We consider the whole site and how it relates to its neighbors.

**3. Design Development** It is normal and even desirable to spend time refining the design at this stage. Usually one of the preliminary designs is chosen or various options are melded together into a final buildable design. We “value-engineer” your project, determining the most cost effective way to build. Sometimes we can incorporate the design refinements directly into our next step.

**4. Permit (Construction) Drawings and Documents** We now ‘fine tune’ the final design, formally drawing it up with structural notes, dimensions and supporting documentation (energy and structural calculations, window and door schedules, site plans, etc.) required for city or county building permits. We submit the package and follow it through until permits are issued. At this time we can provide a final price for the construction of your project.

**Initial Meeting (no fee):**

- Review project & brainstorm solutions
- Rough idea of construction cost, time frame

**Pre-Design:**

- Establish goals, constraints
- Document existing conditions
- Zoning & code research
- Client questionnaire

**Schematic Design:**

- Exploration & presentation of initial concepts
- Rough construction cost estimates
- Finalize scope of project

**Construction Documents:**

- Fine tune plan, elevations
- Structural consultant
- Other consultants as required
- “Blueprint” set for permit submittal



**5. Additional Design Development** This step may or may not be required. At this point you may be wondering “What does that stair railing look like exactly?” Permit documents do not require detailed interior design or finish specifications. However, our clients often do, and we enjoy providing this higher level of design. Depending on your budget and the level of detail you would like, we can build from the permit documents with a simple outline of products and finishes, or we can provide detailed design specifications for all of the surfaces we will construct.

**6. Construction** The construction phase is intense and exciting. We stay organized and enjoy the process. No matter how much preparation and planning has been done, there are always decisions to be made. We like to involve the owner as much as he or she wishes. We also like to take advantage of any new opportunities that might appear to improve the design. We are adept at presenting new options clearly and simply, whether it's a design detail or a structural change. We provide an itemized time schedule for construction, so you know exactly what is happening when. We are open to having you participate in the construction to any extent you wish.

**And Finally...** Our business grows by word of mouth referral and so it is to our advantage to have the best possible finished product. We have terrific relationships with our clients, both before and after construction. We look forward to working with you on your project.

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Permit submittal  
(2- 12 weeks)

**Design Development:**  
• Fine tune interiors  
• Cabinetry  
• Specifications:  
  └ materials  
    └ finishes  
    └ fixtures  
    └ electrical  
• Detailing

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**Final Pricing:**  
• “Value-engineering” if needed

**CONSTRUCTION START**  
• Pre-construction coordination  
• Bi-weekly client meetings  
• Budget tracking  
• Schedule updates  
• Clean-up  
• Punch list

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**MOVE IN!**