











10 STEPS TO A SUCCESSFUL PROJECT

<p>Preparing for a project</p> 	<p>Pictures are worth a thousand words:</p> <ul style="list-style-type: none"> △ Purchase magazines, books, and surf the web to collect ideas. Catalogue these ideas in a folder or binder for future reference △ Consult with your spouse about design ideas, how you envision the spaces and what those spaces might be. Make a list of spaces and thoughts document your thoughts as you go through books and magazines
<p>Site Selection & Purchase</p> 	<p>All sites are not created equal:</p> <ul style="list-style-type: none"> △ Look for a site in a desirable location. △ What characteristics do you want the site to have? Wooded, flat, hilly, sunny, view, water access, amenities △ Gas, sewer, power, water? △ Sites that face just East of South are the most desirable in terms of sun and natural light.
<p>Initial Consultation</p> 	<p>This will be our first meeting. At this meeting I will be asking a lot of questions and trying to assess your goals and desires. Bring your folder to this meeting. We will talk about the following:</p> <ul style="list-style-type: none"> △ House size and spaces you expect to find in the house. △ How will the house look? △ How much do you want to spend? △ What do you expect from me? △ We will discuss the design process and how we achieve your goals.
<p>Contracting</p> 	<p>After the initial consultation, I will send you a proposal for my services. This proposal will outline those things discussed to date, phases of design, fee, limits of liability.</p> <p>To move forward from this point a signed contract with retainer will be required.</p>
<p>Design Phase 1: Getting Started</p> 	<p>During the first phase of design we will discuss your sight, and complete what is called programming.</p> <p>Meeting 1: Programming and Site</p> <ul style="list-style-type: none"> △ Programming is defining the spaces and specific adjacencies you expect to find. For instance: you would like the laundry room to be next to the bedroom. △ We will also discuss your site. It will be important to have a site survey with contours to utilize throughout the project. <p>Following these discussion I will start what is called preliminary design. This is what you can expect during to see during this phase:</p> <ul style="list-style-type: none"> △ Site study and preliminary site design △ Preliminary floor plans and elevations and any other materials needed to convey the design. <p>Meeting 2: Preliminary Design</p> <ul style="list-style-type: none"> △ We will meet to discuss the drawings and you will receive a copy of the drawings to take with you. <p>At the end of this phase you will receive an invoice. Payment is required to proceed.</p>

<p>Design Phase 2: Refining the design</p> 	<p>Meeting 3: Feedback</p> <ul style="list-style-type: none"> △ At this meeting I will ask you to tell me what you like and dislike about the first set of drawings. I will be looking for feedback from you. <p>After this meeting I will proceed with Schematic Design. During this phase I will refine the design taking into account your comments and thoughts. The goal of this phase is to round out the major design components. You can expect to see:</p> <ul style="list-style-type: none"> △ Adjustments to the site plan △ Developed plans, elevation, and sections <p>We will start to discuss construction techniques and materials. We will also discuss sustainable design and construction.</p> <p>Meeting 4: Schematic Design</p> <ul style="list-style-type: none"> △ We will meet to discuss the project and drawings. You will receive a copy of the drawings to take with you. <p>At the end of this phase you will receive an invoice. Payment is required to proceed.</p>
<p>Design Phase 3: Design completion</p> 	<p>Meeting 5: Feedback</p> <ul style="list-style-type: none"> △ Again you will give me feedback on the plans and elevations and decisions will be made about materials, construction techniques, etc. <p>The goal following this meeting is to complete the design portion of the project. We will get into specifics in the kitchen such as cabinet sizes and location. We will make final exterior materials decisions and other final decisions about spaces. You can expect to see:</p> <ul style="list-style-type: none"> △ Final changes to the site plan △ Final changes to the plans, and elevations △ Preliminary specifications <p>Before proceeding to construction documents you will give me your stamp of approval that the design is complete. Major changes after this phase will result in fees in addition to the original amount set in the proposal.</p> <p>Meeting 6: Design Development</p> <ul style="list-style-type: none"> △ We will meet to discuss the project and drawings. You will receive a copy of the drawings to take with you. <p>At the end of this phase you will receive an invoice. Payment is required to proceed.</p>
<p>Design Phase 4: Construction Documents</p> 	<p>Construction Documents are the contract documents needed to complete the construction of your home and will include:</p> <ul style="list-style-type: none"> △ Specifications, schedules, and code information, notes △ Foundation Plan and Details △ Floor Plans and Elevations △ Sections as needed △ Framing plans and structural information

	<ul style="list-style-type: none"> △ Lighting layout △ Interior details as needed <p>Upon completion of the construction documents you will receive three sets of drawings.</p> <p>At the end of this phase you will receive an invoice. Payment is required to proceed.</p>
<p>Contractor Selection</p> 	<p>I am happy to help you select a contractor and will assist you in putting the project out for bid.</p> <p>Contractors are people just like us and I usually recommend selecting the contractor with which you have the best rapport and feel that you can trust.</p>
<p>Construction</p> 	<p>While under construction I will communicate with the contractor and you as needed to keep the project moving along.</p> <p>During this phase time will be tracked hourly.</p>