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THE DESIGN BUILD PROCESS

with TERRACOTTA ATLANTA

SITE MEETING/DESIGN CONSULTATION

- Once the homeowner has identified that they would like to build a new home or expand their existing home, the first step is to schedule an initial Site Meeting/Design Consultation for a fee of \$250. This fee will be credited for future design fees.
- This is an opportunity for the homeowner to meet members of our Architecture and Interior Design team and establish a relationship. During this meeting, our team has the opportunity to see the project site, appraise current conditions and get a better sense for the homeowners' design needs and space priorities.
- Following the initial Site Meeting, TerraCotta Properties will prepare a proposal for design-build services and a retainer agreement to fully initiate the project.

Step One

CONCEPTUAL DESIGN & GENERAL CONSTRUCTION PRICING

Once the homeowner has reviewed the design-build proposal and executed the retainer agreement, the lead designer and the homeowner will work as a team on the following deliverables:

- Establish and outline the full scope of work for the home.
- Complete a design questionnaire and create a preliminary construction budget.
- Document the existing conditions of the house.
- Provide a site analysis of all related zoning issues.
- Present a conceptual design for the home that incorporates the established scope of work. All architectural design work is billed at an hourly rate of \$145.
- Refine the conceptual design based on homeowners' comments.
- Request homeowner approval of conceptual design, preliminary construction budget, and second retainer agreement, in anticipation of Steps 2 & 3.

Step Two

FINAL DESIGN

Once the conceptual design and preliminary construction budget has been approved and the second retainer has been executed, our design team will finalize the drawings and material selections for permitting and construction. During this step, TerraCotta Properties will:

- Prepare computerized construction drawings for accurate pricing and permitting.

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- Order any necessary engineering studies and drawings.
- Identify, pre-select and present interior and exterior material finishes for homeowner approval.
- Prepare a Scope of Work Document customized for your project, which itemizes and specifies all material and product selections. This becomes the reference manual for the Purchasing and Ordering process during construction.

Step Two

FINAL CONSTRUCTION PRICING & CONSTRUCTION CONTRACT

During this step, the construction team becomes fully involved in the design-build process. The construction manager will review the drawings for code accuracy and to finalize the construction costs and timeline. Homeowners should expect that TerraCotta Properties will do the following:

- Review the complete Scope of Work Document to ensure that all of your selections are complete and documented.
- Finalize construction costs.
- Determine the start date & establish a project schedule.
- Provide appraisal drawings, as necessary for homeowner construction financing .
- Prepare the Construction Contract & Fee Schedule for execution, which includes a start-up deposit of 20%-25% of total estimated construction costs.

Step Four

CONSTRUCTION

Once the Construction Contract and Fee Schedule have been executed, construction begins. Through this period, the lead designer remains actively involved as the point of contact between the homeowners and the construction manager. This insures clear communication, quick resolution of design issues that may arise, and the proper implementation of the approved design. During construction, TerraCotta Properties will:

- Acquire all necessary permits.
- Schedule client meetings at pre-determined intervals during the construction progress.
- Provide invoices that correspond to the fee schedule.
- Address unforeseen conditions and manage Change Orders.
- Establish a final delivery date.
- Seek Certificate of Occupancy and final Survey.
- Conduct a final walk-thru with the homeowner and prepare a punch-list for completion prior to delivery.

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Step Five

PROJECT DELIVERY

This is the final step in the design-build process and the most exciting for homeowners and for the team! Upon completion of the project we will:

- Conduct a Project Completion and Orientation walk-thru with the homeowners.
- Review with homeowners the home and product Warranty Manual and turn over all keys, manufacturer's manuals and garage openers and other products, as applicable.
- Schedule a follow-up visit 6 months after project delivery, to address any minor repairs or adjustments as needed.

Although this is intended to serve as an accurate guide to understand the design-build process, there are instances where site conditions, zoning and variance requirements, historic designation measures, or size and scope of the project may alter the order of the steps and/or the number of steps in the process.