



[www.critchfield-construction.com](http://www.critchfield-construction.com)

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## **What is a design contract and how can you benefit from this?**

Design/build is a type of service that only professional contractors can provide where the design and construction of your project is done with one company as a seamless process from A to Z. The Owner's budget is respected throughout the process, and the final price is negotiated to the mutual satisfaction of both parties. The design contract is often a separate one from the building contract.

Critchfield Construction, Inc., being an experienced contractor, will make suggestions during the design phase that could result in a substantial savings in building costs of change to allocation of funds from one portion of the project to another designed to create added value. During the design process we will be able to recognize these money saving opportunities without compromising the beauty of your home. These savings will most likely offset any fees spent on the construction design. This process also helps the homeowner make an educated decision in determining where to spend and where to save. All too often clients come to us with a finished set of architectural blueprints only to find they cannot afford to do their project because it exceeds their budget. We have found that starting the remodeling process with the design contract will give our clients the peace of mind they need before proceeding with the architectural drawings.

We have successfully executed over \$7,000,000 worth of home improvement and remodel construction in the past 4 years using our design contract

The following outline will walk you through the sequential steps in the typical design/build process on a larger project, with a designer involved. We work with a designer on our more complex jobs (second-story additions) but do the design work on simpler jobs like baths, kitchens and simple room additions in-house.

### **THE DESIGN/BUILD PROCESS** *SEQUENCE OF EVENTS*

#### INITIAL MEETING

##### A. Client-Contractor Interview

1. Contractor qualifications
2. Client background information

##### B. Project Overview by Priority

##### C. Budget Discussion vs. General Costs vs. Value

##### D. Discussion on Design/Build Process

- E. Design Choices and Costs of Services
- F. Interior Decorator Services/Fees – most of this can take place in-house
- G. Industry Standards (Residential Construction Performance Guidelines)
- H. Client Living Requirements During Construction

#### **DESIGN MEETING**

- A. Introduction and Qualifications of Designer if needed
- B. Discuss Project Overview and Budget
- C. Discuss Project Priorities and Special Interests
- D. Discuss Fees and Design Agreement

#### **DESIGN AGREEMENT MEETING**

- A. Read, Discuss and Sign Design Agreement
- B. Establish Design Program

#### **FIELD MEASUREMENT MEETING**

- A. Field-Measure Home for Preliminary Drawings
- B. Determine Requirement for New Survey of Lot

#### **PRELIMINARY DRAWING SUBMISSION TO CLIENT**

- A. Discuss and Finalize Preliminary Design
- B. Provide Contractor with Copy of Design

#### **PRELIMINARY DESIGN DETAIL MEETING**

- A. Designer, Contractor and Client Review Plans

#### **PREPARE AND SUBMIT PRELIMINARY DESIGN COST ESTIMATE**

- A. Obtain Estimates from Major Subcontractors on Design
- B. Discuss Preliminary Costs on Project and Compare with Budget
- C. Make Required Changes
- D. Discuss Allowances and Provide Client with Product Selection Guide

#### **PREPARE CONSTRUCTION DRAWINGS**

A. Client Begins to Make Product Selections

1. Help in selections of products and finishes can be provided by:

- Contractor
- Designer
- Interior decorator services

**PREPARE AND SUBMIT FINAL PROJECT BID**

A. Major Subcontractors Provide Final Bids Based on Final Drawings

B. Determine Final Cost on Product Allowances or Selections

C. Review Drawings and Costs with Client

D. Review and Finalize Scope-of-Work Narrative

**APPLY FOR PERMIT**

A. Product Selection Guide Must Be Completed

**PRE-CONSTRUCTION CONFERENCE**

A. Introduction of Project Manager, Marketing Manager, Lead Carpenter and Demolition/Site Preparation Subcontractor

B. Present Client Notebook and Discuss:

- Contractor/project manager
- Telephone numbers
- Scope-of-work narrative
- Message log

**START SITE PREPARATION AND DEMOLITION** (minimum 3 days after /contract signing)

**SUBMIT FIRST DRAW INVOICE AND OBTAIN PAYMENT**

Here is the pre-construction checklist form:

Critchfield Construction, Inc.

**REMODELING PRE-CONSTRUCTION CHECKLIST**

Owners:

Date:

Address:

ITEMS REVIEWED WITH OWNER(S):

- Security & Access issues - lockbox location
- Construction Schedule - what specific activities to expect for the first 2-3 weeks
- Additional Work Requests policy and procedures
- Communication: What to do if problems arise

Production Issues ~ Project Managers:

Call: To be assigned

Call: To be assigned

Office/paperwork issues Call: To be assigned

- Designate an area on job for a message center
- Contract specifications and drawings, if required: oral vs. written
- Location for material storage: \_\_\_\_\_ Trash location: \_\_\_\_\_
- Access location to job: \_\_\_\_\_ Lockbox key given? \_\_\_\_\_
- Progress payment procedures
- Estimated starting date: \_\_\_\_\_ Estimated duration: \_\_\_\_\_
- Substantial completion punchlist and "walk-through" meeting at end of project
- Yard sign to remain during construction.

#### OWNER RESPONSIBILITIES:

- Keep alarm system off during the day
- Keep children and pets clear of the construction area. Be advised: It is a dangerous place.
- Have all selections made for paint, tile, flooring etc. before work begins
- Have all fixtures and appliances on site before work begins or when project manager states
- Remove and reset all wall hangings, furniture, computers and valuables in areas surrounding remodeling work
- Empty cabinets and clear countertops if applicable
- Remove any shrubbery, flowers, etc that you want to save (room addition projects)
- Clear traffic areas to allow access to work areas for tools, materials and construction activities.
- Material selections still to be finalized:

I'm confident that Critchfield Construction, Inc. can help you to design, price and schedule the jobs, as it relates specifically to your vision, and begin work soon as the design/permit phase is complete. Feel free to refer us to your friends, family and neighbors. They will be glad you did.

Sincerely,

Ricky Critchfield  
 President  
 Critchfield Construction, Inc.  
 408.371.3777