



## CONSTRUCTION SCOPE OF SERVICES:

The following brief overview of services is provided, as needed, per your contract.

### SCHEMATIC DESIGN PHASE

- » Measure and photograph existing home exterior and interior, including built-ins, stair hall, cabinets, fixtures, furnishings, and equipment to create 2D and 3D documentation.
- » Obtain true-scale drawings of existing home, if available.
- » Create drawings of existing home suited to AutoCAD format.
- » Develop list of needs and lifestyle issues to review with Client during each portion of the project.
- » Analyze needs and set priorities with Client.
- » Create schematic floor plan options for the first phase of the project.
- » Research items, specifications, and resources as well as City and County requirements to develop design concepts.
- » Draft floor plan options for review.
- » Meet with Client to review design concepts and floor plans.
- » Revise floor plan options.
- » Design and develop Schematic Design Phase of drawings, including floor plans and elevations.
- » Meet with Client to review Schematic Design drawings.
- » Revise Schematic Design drawings.
- » Meet with client to review and approve revised Schematic Design drawings.

### DESIGN DEVELOPMENT PHASE

- » Create elevation drawings for cabinet layouts, built-ins, windows and doors, and interior walls.
- » Show view of windows, doors, and exterior changes that will be created by the remodel.
- » Coordinate to develop site plan and landscape requirements.
- » Research and develop information and documents for permit.
- » Review drawings for permit.
- » Meet with Structural Engineer, HVAC (Heating/Ventilation/Air Conditioning) Contractors, Landscape Architect, and other consultants.
- » Research and develop preliminary selections of surface materials, colors, and material costs.
- » Prepare presentation of materials, samples, color pallet, 3D drawings, and preliminary budget for Client meeting.
- » Meet with Client to review Design Development drawings, basic costs of materials, and color pallet.
- » Revise Design Development drawings, materials, and color pallet.
- » Research new or revised designs, materials, and costs.
- » Meet with Client to review Design Development drawings, color pallet, material selections, and costs.
- » Assist Client in obtaining a competent Contractor.
- » Create permit set of drawings showing design intent, generic materials, and basic building materials and assemblies.
- » Review permit set of drawings with Client.
- » Submit permit set of drawings to Contractor for preliminary budget review.
- » Finalize revisions, additions, and documents to submit to City and County for building permit application.
- » Resubmit permit set of drawings to Contractor for further budget refinement.
- » Review permit set of drawings and Contractor's budget with Client.



#### CONTRACT DOCUMENTS, BIDDING, AND NEGOTIATIONS PHASE

- » Refine drawings, materials, and written specifications.
- » Complete set of Construction Documents, including:
  - \* Site and floor plans
  - \* Interior and exterior elevations
  - \* Building and site section drawings
  - \* Cabinet sections and shop drawings
  - \* Structural details
  - \* Framing and electrical plans
  - \* Reflected ceiling plans
  - \* Finish materials and schedules
  - \* Architectural and written specifications
  - \* Landscape drawings
- » Refine selections of surface materials, colors, and costs, including:
  - \* Flooring
  - \* Plumbing fixtures and accessories
  - \* Lighting fixtures
  - \* Tile and stone
  - \* Countertops
  - \* Mirrors
  - \* Cabinets
  - \* Hardware
  - \* Windows and doors
  - \* Casing and moldings
  - \* Exterior materials
- » Meet with Client and Contractor to review Contract Document drawings.
- » Finalize revisions and additions to Contract Document drawings, materials, fixtures, equipment selections, color pallet, and specifications.
- » Meet with Client and Contractor to review revised Contract Document drawings and specifications.
- » Assist Client in reviewing final proposed bids and selecting a Contractor.

#### PROJECT MANAGEMENT AND JOB COMPLETION PHASE

- » Maintain meeting notes and vendor action item lists.
- » Ongoing or additional Project Management Services, to include job site supervision, meetings, installer oversight, and procurement of additional products and projects as required.
- » At job completion, assist Client in obtaining verification of Contractor's completion of punch list items, payments to vendors, and lien releases as well as any product warranties.