



Our Design and Construction Process

Wondering how to begin? Here's an outline of the process we follow during the design and construction of our projects. **Timeline may vary depending on the scope of your project.*

*Timeline**

| | |
|--------------------------------|---|
| <u>1 Day – 2 Weeks</u> | <p>Initial Phone Call We gather basic information about you and your project, and then encourage you to review our website.</p> <p>Our designer returns your call and continues the discussion of project details. We then set up a meeting at your home to view the project site and discuss ideas for the project.</p> <p>Initial Meeting We bring a portfolio of representative work that shows the scope, scale and detail of projects we have done. You can see most of these on our website! Next, you'll present your ideas and budget requirements. At this point, we determine an initial project scope.</p> |
| <u>2 - 4 Weeks</u> | <p>Design Retainer If we decide to work together, we will write a design contract describing the scope of your project. Initial design costs are based on \$85/hour, with a minimum \$500 design fee.</p> <p>Schematic Design Meeting A few weeks after the initial meeting, we create and present schematic designs that incorporate the initial project scope. Design options are discussed and the project scope is further refined. Preliminary costs (within 10-20%) are part of this meeting to help more clearly define the parameters of your project.</p> |
| <u>2 Weeks – 5 Years</u> | <p>Design and Cost Estimating The schematic design is revised per our discussion at the schematic design meeting, and then we review it with you. Modifications are made until a custom plan that balances design, budget and program is created.</p> |
| <u>2 - 4 Weeks</u> | <p>Walk-through Subcontractors who will work on your project (electricians, plumbers, drywall installers) walk through the project site to create an accurate bid of the cost to do their work.</p> <p>Presentation of Final Costs We present to you the final design, along with costs.</p> |
| <u>1 Day – 1 Year</u> | <p>Your Decision – To Remodel or Not to Remodel? After our presentation of the final cost and design, you'll decide whether or not to proceed with construction of the project. If your decision is <i>no</i>, the design charges and retainer are collected, and you may keep the schematic designs.</p> <p>If your decision is <i>yes</i>, we'll proceed with the following:</p> |
| <u>2 - 4 Weeks</u> | <p>Contract We write a contract, which may be anywhere from 30-60 pages, and is the project road map. Then, we have you sign this document.</p> <p>Production The final contract and working drawings are passed to our Production Manager who assigns a Lead Carpenter to the project. At the same time, we develop a schedule with start and completion dates of the project.</p> <p>We now begin construction!</p> |
| <u>4 Weeks – 14 Months</u> | <p>Completion of Project We itemize a punch-list and note any final details that need to be addressed.</p> |

Ready to get started? Let's discuss the dreams you have for your remodeling projects.

Give us a call 612-861-0188 or email us at info@sylvestreconstruction.com

11/06