

LAND CONSULTATION  
PURCHASING  
LAND

PRECONSTRUCTION  
CONTRACT

DESIGN

BUDGET



## PRECONSTRUCTION

## SITE PREPARATION

## CONSTRUCTION

1

Kent or Tim can meet with you at the site to evaluate the land and discuss siting the house and any issues with the land. There is an hourly fee for this consultation.

The contract is signed with a preconstruction scope of work. This includes a deposit towards design and budget work.

2

Design is a collaboration between clients and our design team to translate ideas into a set of detailed drawings that can be used to price all aspects of the house. This work has an hourly fee.

3

We create a detailed and accurate budget based on the design drawings. This work has an hourly fee.

4

5

Site preparation may include putting in a driveway, clearing any trees, siting the house, septic system design and installation, digging a well, grading. This may happen during the design and budget work or after. Some of this work can only happen when the ground is not frozen.

We can manage this process for you, or you can get the work done yourself. We charge an hourly management fee to do this, and there will be a markup on any work done by sub-contractors.

A new scope of work is outlined and billing is either time and materials (hourly) or a fixed fee with a disbursement schedule.

Phases of building:

1. Excavating
2. Foundation
3. Framing
4. Mechanical
5. Exterior
6. Interior
7. Complete punch list
8. Clean up and move in!

6

# 1:

We can recommend local realtors who know the area well.

Kent or Tim can evaluate any land you're looking at, with or without you. This can save money in the long run - you'll know the best place to site the house and driveway, how much clearing is needed, and be alerted to any potential issues such as wetlands, zoning, etc.

The hourly fee for this consultation is \$120, including travel time.

## PURCHASING LAND

## LAND CONSULTATION

# PRECONSTRUCTION CONTRACT

# 2:

We both sign an Preconstruction contract, with the preconstruction scope of work outlined and attached as an addendum. The scope typically covers design and budgeting and is billed on an hourly basis, at rates outlined in the contract. The hourly rates are included in the contract; all work at this stage is charged at these hourly rates.

The signed contract and deposit will ensure your position in the queue of projects.

There will be a variable amount of work that is billed hourly that will be part of preconstruction that makes your new house work for your site, such as permitting, connecting utilities, meetings, calls and emails, working with the Conservation Commission, and researching zoning for your town. All of this is an additional cost to the cost of construction.

# 3:

Typically, there are multiple rounds of revisions to get the design to be what you want. It is a collaborative process, and the amount of time spent on design varies greatly from project to project. This process results in a set of drawings we use to produce the budget.

The clearer you are about what you want, the more efficient the process. If you're thinking about options, speak with us about potential costs, and areas to save money. Most decisions about design, finishes, and fixtures are made during this process. Changes that happen later can disproportionately increase costs and delay the project.

Window selections will need to be finalized as early as possible to allow for the possibility of lengthy lead times from European manufacturers and avoid any schedule delays or complications down the road.

## PRECONSTRUCTION CONTRACT - DESIGN

## PRECONSTRUCTION CONTRACT - BUDGET

# 4:

Our budgets are very detailed. They generally take weeks to get the level of accuracy needed to give you a good idea of the final cost. The budget may need to be adjusted once you see the initial number, which can also require adjustments to the design. Conversely, any design changes will require adjustments and/or additions to the budget.



# 5:

Site preparation may include putting in a driveway, clearing any trees, siting the house, septic system design and installation, digging a well, grading. This may happen during the design and budget work or after. Some of this work is dependent on the ground being unfrozen.

We recommend consulting or working with a landscape architect at this stage. Research on zoning requirements (if relevant) and setbacks are done at this stage.

A driveway will require a permit. You will likely need a professional survey done at this stage for the building permit.

We can manage this process for you, or you can get the work done yourself. We charge an hourly management fee to do this, and there will be a markup on any work done by subcontractors.

## SITE PREPARATION

Once the design and budget are where you want them to be, the construction scope of work will be added to the contract and will include the budget. You'll approve the new scope, which may be on a time and materials or fixed fee basis, depending on the nature of the project. You will be invoiced every two weeks for a time and materials project. Fixed fee projects will be billed according to a disbursement schedule established in the contract and based on milestones in the construction process.

We do our best to anticipate what the project will require, but there are always unforeseen things that come up, and changes that need to be made. If these changes are sizable, they will be covered by a change order. Construction is outlined as a new scope of work and attached to the contract as an addendum. The agreed-upon budget is also attached as an addendum to the contract. Any changes from this point on will be considered change orders and have their own budget.

Any final tasks to wrap up construction will be put on a punch list. Your home is now complete and ready to move into once a Certificate of Occupancy is issued by the Building Department after the final inspection.

## CONSTRUCTION

# 6:

