

CHOUINARD DESIGN SERVICES PROCESS

1. Initial Interview / Meeting:

- a. Meet on a phone / video call, at the site location, your office / home, or Chouinard Design Services (CDS) office to discuss the scope of the project.
- b. Present any ideas and pictures you may have that reflect the style / look you want for your new home / renovation / addition.
- c. Present a copy of your lot survey and deed restrictions (if applicable).
- d. Notes will be taken of things such as your budget, square footage requirements, design ideas, desired timeline, etc.
- e. This meeting usually takes around 1-2 hours.

2. Site Visit (at the property):

- a. This can be done along with the initial interview mentioned above or at another time, but it needs to be done before a Design Agreement is drafted or any time is spent drawing preliminary plans.
- b. The site will be evaluated for overall lay or slope of the land (topography), the location and direction of the best views and objectionable ones, potential home location, direction of the sun's path across the property, sunny / shady / windy areas, trees to be saved, any special natural features noted and the logical entrance to property for the driveway.
- c. Determine whether a well and/or septic tank system will be used or the availability of water, sewer and other utilities like power and gas line hook-ups.
- d. Setback lines and easements will also be discussed.
- e. This meeting usually takes between 30 minutes and 1 hour.

3. Design Agreement:

- a. CDS will then review all of the information compiled and will prepare a Design Agreement outlining the proposed cost of the design services, as well as a payment schedule.
- b. If you would like to proceed with our services, the Design Agreement is signed by both yourself and CDS, and a down payment check is collected to begin the preliminary design process.

4. Preliminary Design Phase:

- a. First a rough footprint / concept sketch will be drawn on the site plan to determine the best size and shape for the lot.
- b. Once the footprint / concept sketch is reviewed and approved, a larger sketch will be started of the ideas that come to mind first, starting a basic floor plan and overlays of other ideas will be drawn to show alternatives.
- c. Generally all floor plan levels will be sketched and the start of a front elevation will be generated. *(If the house is very large and/or complex, it is sometimes easier to break this down into smaller steps for each floor level.)*

5. Initial Review of Preliminary Design.

- a. Once the sketches are prepared, a review meeting will be set for CDS to present the ideas for discussion. This can be done in person or virtually, whichever is more convenient for the client:
- b. Additional overlay sketches may be drawn during this review meeting as additional ideas and changes are discussed.
- c. The review meeting will usually take 1-2 hours.
- d. You will be given a copy of all drawings to take home to digest and discuss the information further. The time involved in this step is usually a minimum of a week, since it sometimes will take at least that much time for you to think of all the possibilities you would like to discuss at the next meeting.

6. Secondary Review of Preliminary Design.

- a. A meeting will then be held to discuss the changes made to the plans at the initial review, since the last meeting, and the new ideas that might have come to mind after the meeting. This can be done in person or virtually, whichever is more convenient for the client:
- b. Overlays may be drawn of the potential new ideas.
- c. The front elevation will also be discussed and ideas for the other three elevations, as well.
- d. The review meeting will usually take 1-2 hours.

7. Preliminary Design Phase Continues:

- a. All the changes discussed to date will be incorporated, and all the exterior elevations will have rough outlines prepared.
- b. Depending on the amount and complexity of the changes to be incorporated, this phase will generally take 1-2 weeks.

8. Final Preliminary Design Review:

- a. Once all the changes have been made to the floor plans and the exterior elevations have been sketched, the final square footage can be calculated.
- b. Copies will be made of the preliminary design drawings and the site plan drawing for your use in obtaining preliminary pricing.
- c. This gives you the opportunity to make sure that what you wish to build will be within the budget range you want to stay within. Also, the builder may have suggestions on things such as material changes that could help to keep the project within budget.
- d. This phase will generally take 3-5 weeks.
- e. The time spent in design and review meetings will be compiled and the Design Phase funds / draw will be due and payable at this time.

9. Pre-Construction Plans Review:

- a. We will meet once again to discuss / review the preliminary pricing you received, any builder comments you would like to incorporate / change, and any final thoughts and adjustments you may want to make on the floor plans, the exterior elevations, the final square footage, and/or the final construction details.
- b. This review meeting will usually take 1-2 hours.

10. Construction Plans Phase:

- a. When you give CDS the go-ahead to start the construction plans with all final revisions completed, all the drawings necessary to complete the project will be drawn, as outlined in the design agreement.
- b. Depending on the amount and complexity of any changes / adjustments to be incorporated, this phase will generally take 1-2 weeks.

11. Construction Plans Review:

- a. We will meet one last time to discuss / review the construction plans to make sure there are no last minute changes / adjustments needed.
- b. This review meeting will usually take 1 hour.

12. Construction Plans Phase Continues:

- a. Any final changes / adjustments will be made.
- b. If needed and/or desired, CDS will send the plans to the Structural Engineer and/or Architect for review. He / they will add the necessary structural / architectural information to the plans, and their seal(s).
- c. This phase will generally take 1-3 weeks, depending on the complexity of the project, and the availability of the Engineer and/or Architect.
- d. After the plans are completed and returned to CDS, prints will be run of the complete set of plans. A total of 5 sets are usually provided to you at this time, but this can be adjusted as needed. *(This is considered a reimbursable expense as outlined in the Design Agreement.)*
- d. The balance of the construction drawing fee will be collected at the time of delivery of the plans. The Engineer and/or Architect's fee(s) will also be collected.

12. Construction Phase (as desired / contracted):

- a. Additional sets of prints will be run, as needed and will be charged according to the number of sets.
- b. Additional services will be performed as needed, such as letters, addendums, changes, construction site visits, etc.
- c. Additional design / selections services will be performed under separate agreement (if desired / contracted).