



## Consultation Phase

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### **Initial Meeting**

Initial meeting at the Westring Construction offices. Attendees include ALL decision makers to discuss our steps and processes in depth, expectations, and the company process overview.

### **Site Visit**

Takes place at client's home and covers needs, budget, and scope of work.

### **Decision Point**

Client makes the decision to contract with Westring Construction, LLC design/build services.

## Design Phase

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### **Feasibility Study**

A written contract proposal is presented to the client as to what to expect during the design phase. Information from the site visit is quantified and taken into consideration based on the client's needs, budget, and scope of work. This document serves as the "Letter of Intent"; the deposit is required and the preliminary design work commences as described below.

### **Preliminary Evaluation**

Westring Construction, LLC shall review the information gathered at the Feasibility Study to ascertain the requirements of the project and shall verify such requirements with the customer. The review may provide the customer a preliminary evaluation of the project, environment and energy efficiency, information regarding applicable building codes, regulations and requirements and a preliminary budget. Westring Construction, LLC may also propose alternative design, civil, structural, mechanical, electrical, and other systems for review by the customer, in order to determine the most desirable method of achieving the customer's requirements in terms of cost, technology, quality and speed of delivery. Westring Construction, LLC shall meet with customer to discuss the Preliminary Evaluation. Included are site visits with sub-contractors, fixed pricing from vendors, engineers, CAD renderings, product and material selection, etc.

### **Preliminary Schedule**

Westring Construction, LLC shall provide a preliminary schedule for the customer's approval. The Preliminary Schedule shall show the activities of the customer and Westring Construction, LLC necessary to meet the customer's completion requirements.

### **Preliminary Estimate**

Westring Construction, LLC shall submit for the customer's approval schematic design documents based on the agreed upon Preliminary Evaluation. Westring Construction, LLC shall prepare schematic design documents to include drawings, and other conceptual documents illustrating the project's basic elements, its scale and their relationship to the worksite. Westring Construction, LLC shall provide specifications relating to customer's budget.

### **Construction Drawings**

The Construction Drawings are the final version of the schematic design documents intended for the exclusive use by Westring Construction, LLC for the construction of the project. These drawings shall be sent out to bid solely by Westring Construction, LLC to determine the final pricing and schedule. Subcontractors may visit the job site for the purpose of preparing its bid.

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## **Westring Construction, LLC**

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## Construction/Remodeling Phase

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### **Construction Contract**

Detailed contract is drafted outlining the requirements and results set forth in the design phase of the project and fixed price for project is signed by both parties.

### **Pre-Construction Conference**

A preconstruction meeting is scheduled and held with the Project Owners, the Project Manager and the Lead Carpenter at the home preferably at least one week prior to commencement.

### **Construction**

Crew begins work on the home. Measurable daily progress is noted and job site is kept clean throughout the remodel.

### **Weekly Meetings**

Weekly meetings are held with the consumer, the project manager, and lead carpenter to discuss questions, concerns, progress, schedule, product selections, etc.

### **Substantial Completion Walkthrough**

Project Manager and Lead Carpenter conduct a walk through with the consumer on work completed and a final completion list is generated.

### **Project Completion**

A final walk through is done for all work completed and warranty information and closing documents are provided. Our office will send out a Customer Satisfaction Survey with the final invoice.

### **Competitive Bid Process**

Westring Construction, LLC will also bid from owner supplied plans. Our first meeting can be either be off-site or at the project location and shall include the competitive bid process in depth, expectations, and company process overview, including needs, budget, and scope of work. We would require at least one set of construction ready plans and specifications to competitively bid the project. A site-visit with our preferred trade partners shall occur shortly after our initial meeting. Usually this is a one time visit with all interested trades. We will go back to our office and start collecting bids from our partners and prepare the estimate. We will schedule with both decision makers a second meeting to review the proposal. We will advance to the actual construction/remodeling phase once we are selected and a time frame is determined.