

## How We Work

Commercial Building is a detailed process. From creating your initial design to holding the certificate of occupancy, Structures is here to work with you and guide you through the steps it takes to create an environment of success for your business. At Structures Design/Build has developed a simple four step process that provides for the most efficient way to develop, construct, and complete your project.

### Phase I: Project Definition

1. We sit down together and discuss your needs and desires. You share any references such as sketches, pictures or any found floor plans you have. You choose the architectural details and features you want in the home. We give you an appraisal of the scope of your project and an approximate cost range. At that point you will determine if you would like to proceed.
2. If you decide to move forward with us, together we sign what is called a "PSA" (professional services agreement), which begins the design process. The agreement defines the terms and scope of our initial design services.

### Phase II: Project Development

1. Our design/build team works with you to develop a detailed program of your needs and an analysis of the existing site conditions.
2. The design/build team develops the first conceptual designs based on the defined program.
3. During this step we review our initial concept with you. Discussing the options and implication for redesign.
4. Based on your design review we redesign as needed. Based on your review we meet again and redesign until we have a design that meets your requirements and satisfaction.
5. At this point you approve a design that will be used for pricing.
6. In this step we give your home a "hard" price and give you a list of options from which to choose. This list contains both additions and deletions and is created in order to assist in the fine-tuning of your home.
7. We present the "hard" price to you and review all the options.
8. Together you and our design/build team fine-tune the "hard" cost to come up with a final contract price.
9. At this time we sign the official construction contract. From this point on all changes that occur with the home must be made by change orders.

### Phase III: Project Commencement

1. You begin the process of working with our selection coordinator to pick out the exact materials that will be used in your home. These items have been specified in the contract, but now the actual colors need to be selected. (i.e. brick color, roof color, cabinetry, floor coverings, etc.)
2. Concurrently, as you begin to choose your selections, we will be creating the final architectural and engineering drawings needed for local approval of your home.
3. Plans submitted for locality approval.
4. Final approval is given from the locality.
5. Bonding, if required locally.
6. The final locality approved drawings and specifications are reviewed with you and our design/build team and signed by both parties.
7. A preconstruction conference with our production team prior to breaking ground to review the project. This is usually combined with the previous step.

### Phase IIII: Project Production

1. We break ground and prepare for the construction of your project.
2. The beginning phases of construction are begun i.e. .... digging and the pouring footings, foundations, framing construction and roofing etc.
3. Walkthroughs are scheduled with you to review the progress made. Some of these include: electrical rough-in, data and phone rough-in, framing review, etc.
4. Exterior finishes are completed
5. All interior finishes are completed.
6. Final walkthrough is scheduled. We will give you detailed orientation to your new home and create a final "punch" list.
7. Once construction is finished, you move in to your new home. We then present you with a certificate of occupancy and the keys to your new home at closing. We are available to help with any questions or issues that arise.