



TERRACOTTA STUDIO

THE DESIGN PROCESS

with TERRACOTTA Studio

SITE MEETING

- Once the homeowner has identified that they would like to build a new home, or renovate their existing home, the first step is to schedule an initial Site Meeting.
- This is an opportunity for the homeowner to meet us and establish a relationship. During this meeting, we have the opportunity to see the project site, appraise current conditions and get a better sense for the homeowners' design needs and space priorities.
- Following the initial Site Meeting, TerraCotta will prepare a proposal for design services and a retainer agreement to fully initiate the project.
- There is a \$250 fee for our initial consultation that will be credited in full towards design fees if we are engaged for the project.

Step One

CONCEPTUAL DESIGN

Once the homeowner has reviewed the design proposal and executed the retainer agreement, the designer and the homeowner will work as a team on the following deliverables:

- Establish and outline the full scope of work for the home.
- Document the existing conditions of the house.
- Provide a site analysis of all related zoning issues.
- Present a conceptual design for the home that incorporates the established scope of work.
- Refine the conceptual design based on homeowners' comments.
- Request homeowner approval of conceptual design in anticipation of Steps 2 & 3.

Step Two

FINAL DESIGN

Once the conceptual design has been approved we will finalize the drawings and material selections for permitting and construction. During this step, TerraCotta will:

- Prepare construction drawings for accurate pricing and permitting.
- Order any necessary engineering studies and drawings.



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- Identify, pre-select and present interior and exterior material finishes for homeowner approval.
- Prepare a Scope of Work Document customized for your project, which itemizes and specifies all material and product selections. This becomes the reference manual for the Purchasing and Ordering process during construction.

At this stage Terracotta will recommend a contractor to complete the work and coordinate any details with the contractor.

Step Three

CONSTRUCTION

Once the project is ready for construction, Terracotta has the expertise to stay involved in the project. Through this period, we can remain actively involved as the point of contact between the homeowners and the construction manager. This insures clear communication, quick resolution of design issues that may arise, and the proper implementation of the approved design. Terracotta can provide Homeowners with the following services:

- Contractor Recommendations and assistance with the Best Fit for the project.
- Review and Analysis of construction bids.
- Attend Construction Meetings and Prepare Meeting Minutes to document all progress and decisions.
- Field questions from the Construction Team.
- Help the homeowner with final selections of interior and exterior finishes, fixtures, and paint colors.

Although this is intended to serve as an accurate guide to understand the design process, there are instances where site conditions, zoning and variance requirements, historic designation measures, or size and scope of the project may alter the order of the steps and/or the number of steps in the process.