



**HOWLAND BUILT P.O. BOX 3138 SANTA CRUZ, CA 95063
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Build Only Process

Howland Built Construction builds both projects that it designs and those that are designed by other architects or designers. Our firm has developed a process to handle both situations and to insure a successful project. Either way Howland Built works to develop its clients' ideas and dreams into a built reality.



Regardless of how you choose to proceed, Howland Built Construction's organizational abilities and attention to detail will be invaluable in helping to design a project that not only inspires you but also works within the realities of the site, structure and budget. The sooner Howland Built joins the team the better.

INITIAL CONSULTATION – Howland Built Construction will visit your house for approximately one to two hours to meet with you and your architect. Howland Built asks that all decision makers attend this meeting. We will tour your

house, review the plans, and discuss the project and your goals. Then we will discuss budget, timing, and feasibility. If all parties feel that Howland Built is a good fit for the project, we will proceed with a conceptual estimate, and we will set a follow up appointment for two weeks later to review the conceptual estimate.

CONCEPTUAL ESTIMATE - Howland Built Construction develops this proposal based on the scope of work, plans and specifications. These documents may be incomplete but Howland Built will make assumptions based on our meeting, your home, and its experience with similar projects. The proposal will be presented in a format that follows the order of construction and details the assumptions that Howland Built has made for the project. The proposal will present a budget range for the project with a ten percent cost range. If the proposal range is above the budget range that you have provided, Howland Built will also try to provide a reduced proposal that matches your target budget.

Howland Built bases the budget on unit costs and other standards that it has developed from similar projects. The conceptual estimate is essentially an in-house document, and Howland Built only involves its trade contractors and vendors in special circumstances. Our system develops a realistic scope and budget for the project but does not consume the goodwill of its partners in bidding jobs that Howland Built does not build.

If you are considering multiple contractors, Howland Built Construction asks you to interview contractors, obtain rough bids, check references, and visit completed projects at this point and determine the contractor

that you would like to build the project. If after completing the interview process you have determined that Howland Built is your contractor of choice or among the top two, Howland Built will be happy to provide references and to spend several hours visiting several of its completed projects. Once you have selected Howland Built, we will need to have a conversation about the budget, timing and other issues so that we are working toward the same goal and sign the **construction and scheduling retainer**.

CONSTRUCTION AND SCHEDULING RETAINER - Howland Built Construction completes this retainer based upon the conceptual estimate which includes a cost range and scope of work related to the current set of drawings which may be incomplete. The cost of this agreement is 3% of the average of the conceptual price range. It is applied to the **construction contract** when that agreement is signed. This agreement hires Howland Built to place your project on our construction schedule, to finish pricing the project, involve trade contractors and suppliers, complete construction documents, obtain building permit, and begin meeting on a regular basis with all decision makers. Signing this agreement allows Howland Built to dedicate the time that is necessary to plan and to mobilize to build your project.

If the proposed conceptual price range is above what you want to invest in your house, there are two options. We can loosely determine options or parts of the project that could be eliminated and revise the proposal. We can also plan a meeting with the architect / designer to discuss items that can be changed or removed from the project. Once we agree upon the revisions, we will note those changes in the retainer and will work with the architect to revise the plans to fit the budget. Once the retainer is signed, Howland Built can dedicate the necessary time to price numerous options and scenarios.

CONSTRUCTION CONTRACT - Howland Built Construction develops a fixed price agreement to build the project. The contract will include a scope of work, specifications and references the final set of architectural plans. These documents will elaborate on the plans and define the project. The construction contract will describe the construction schedule and will include a payment schedule for the project. The contract will need to be signed before windows, doors and other special order items are ordered.