



PROCESS GUIDE



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AN INTRODUCTION

Designing and getting projects built is a complex process.



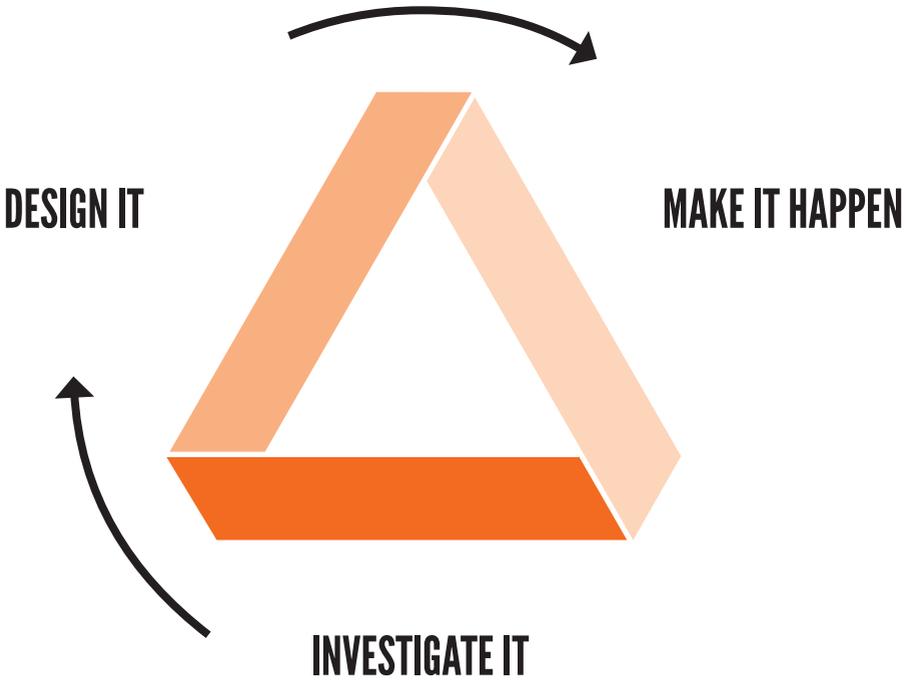
Designing and getting projects built is a complex process. For many of our clients this process is new and somewhat daunting. Most people want to know how the whole process works and how our service could fit within the overall picture.

This guide is an introduction and overview to working with us to create your custom designed new home or renovation. One of the most important things to understand is that the custom design process does take time. The decisions are not made all at once but developed through careful consideration and through coming to know you. They are made and refined over the course of the project but always in consultation with you.



THE PROCESS

Our process creates
great connections



Each part of the process can be broken down into a series of steps.

INVESTIGATE IT



DESIGN IT



MAKE IT HAPPEN



**Now that you've
seen the big
picture we'll
tell you a little
more about
what's involved.**



INVESTIGATE IT

Let's uncover what's important to you.

We start with establishing the parameters we will work within. It's about defining goals and objectives.

Armed with this information we'll be able to develop a strong picture of what the big question is so we'll be able to answer it in the next stage.

Initial consultation – we talk about the things that are important to you, see how we can be of help and make suggestions about the service that will work best for your objectives.

Service Proposal – so you know about what we offer, what our fee will be, timing indications and version one of your 'brief'.

Pre-design – Further information gathering so we can see what we are working with and how a design could capitalise on the features of your property.

DESIGN IT

Let's visualise your ideas.

Building on the solid foundation of investigation we are then able to frame the way the solution will be developed

Concept Design – This is the exciting part of the project – that part where you begin to see your project take shape. This is where we look at the solution options for the big question – how to meet your 'brief' and budget. We'll be looking at how spaces relate to each other, how the circulation works, how what's happening inside relates to what's happening outside. Crafting the initial response to your family's needs that will set the direction for the project.

Developed Design – we develop the concept design in more detail, refining what we have agreed in the previous stage and show you more about how it could look. We involve the other required consultants and co-ordinate their work with ours. This is a great stage for gaining costing comfort – whether through involving your builder or the services of a quantity surveyor.



MAKE IT HAPPEN

Let's make your vision a reality.

This is where we support you through the technical bits. Dealing with council, builders, consultants and suppliers can be like wading through molasses so we work away behind the scenes to make all this stuff happen for you.

Working Drawings – we produce all the drawings, reports, and technical documentation that the council requires to make a Building Consent application. We track the progress of your application through council answering any questions along the way. We produce the additional documentation and drawings for pricing by builders and for construction.

Construction Procurement – this is the part where we arrange for the work to be priced. We will have discussed options suitable for this with you. Whether it's a full tender situation or a negotiated price with your favourite builder we'll handle it on your behalf and make a recommendation to you. We'll ensure you are signed up to a recognised building contract.

On site observation – we monitor construction, making regular visits to review the work and its progress. We co-ordinate and attend regular site meetings.

Contract administration – we administer the financial and contractual arrangements between you and the builder including monthly claims.

HOW LONG DOES EACH STAGE TAKE?



That depends on the complexity of your project and on how much time you need for reviewing and giving feedback. We will discuss the timing once we have had a chance to work out the scope of your requirements.

Things that influence timing in a project include:

- | | |
|--------------------------------|--------------------------------|
| Your schedule | Your decision making time |
| Our schedule | Schedules of other consultants |
| Project complexity | The type of project |
| Resource Consent – if required | Building Consent processing |
| Contractor availability | Your budget |
| Contractor schedule | |

HOW ARE THE FEES STRUCTURED?



The stages help track the progress of the work and they also help define the way the fee for the work will be divided up.

We set our fees at the beginning of the project – generally as a lump sum. This gives our clients cost certainty for our fee before we’ve even started working together – so no surprises down the track.

How much is the fee? The exact amount depends on:

The project complexity

The type of project

Where it’s located

The size of the project

Your time schedule

The project budget

The scope of service required



As you can see Click Architects is here to help you and your family create the home you want.

If you have a few questions and would **like** sit down and chat please contact us, we'd love to hear from you.

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