



Create Construction Building Process:

Create Construction's contract structure helps define our building process.

1. "Pre-Construction" Contract

- a. Define Contractors pre-construction responsibilities in respect to the following items
 - i. Survey
 - ii. Design
 - iii. Permitting
 - iv. Materials
 - v. Estimating
 - vi. Engineering
 - vii. Etc

2. "Build Slot" Contract and Deposit

- a. This is a small non-refundable deposit that is applied to the construction cost invoicing
- b. This contract provides an estimated start date based on the following
 - i. Available build slots
 - ii. Architectural Design
 - iii. Engineering
 - iv. Materials Selections
 - v. Estimating
 - vi. Owner Financing
 - vii. Permitting

3. "Construction" Contract

- a. Create Construction prefers to use a "Time & Materials" contract format in conjunction with our other detailed project management systems as we feel that is the best way to insure a fair and successful project for all parties. Please see item number "4" in Create Construction's document on selecting the best contractor for your project.
- b. Construction shall not begin prior to the full execution of the construction contract
- c. This contract includes several exhibits to the contract
 - i. Exhibit A – Proposal
 1. The Proposal defines the budget
 2. The Proposal defines what is specially included in each budget line
 3. The Proposal defines general and additional exclusions to the budget
 - ii. Exhibit B – Plans & Specification
 - iii. Exhibit C – Fee Schedule
 1. This defines the following billing items
 - a. Labor Billing Rates
 - b. Mark-up % on materials, equipment, subcontractors, and other items
 - iv. Exhibit D – Warranty Sample (The actual warranty shall be effective at completion)
 - v. Exhibit E – Certificate of "General Liability" insurance



Party Roles:

Create Construction is a full-service “General Contractor.” This means that as the “General” we manage all aspects of the construction process including hiring and managing all sub-contractors, materials vendor, consultants, and any other needed professionals.

With this being the case, we do not work with homeowners managing these items as part of the pre-construction, or construction processes. This is to ensure that a professional with the proper skill and experience has complete knowledge of the project and can advise the owners and others involved to make the best decisions for the owners’ interest.

All parties should be respectful of others regarding working within normal business hours.

1. Owner’s Role:

- a. Complete the pre-design Questionnaire to determine the following
 - i. Square foot & total budget
 - ii. “Must Haves” list
 - iii. “Want’s” List
- b. Review design documents & drawings and provide feedback to fine tune the design
- c. Make materials and finish selection as directed
- d. Review “Change Order Requests” during the construction process
- e.
- f. The owner should not perform or interfere with any of the contractors or architects’ responsibilities

2. Contractor’s Role:

- a. Advise owner and architect regarding:
 - i. Constructability issues
 - ii. Conceptual Budgets and if materials & finishes are in-line with these budgets
 - iii. When needed, advise on potential “Value Engineering” items to be considered by the owner and architect
- b. Create a detailed Project schedule to facilitate the management of the project’s progression
- c. Write change orders for deletions / Additions to ensure the scope and budget are well managed. This ensures all parties in the construction contract are up to date regarding their responsibilities and obligations.
- d. Provide budget updates to allow the owner to make the best decisions possible

3. Designer / Architect’s Role:

- a. Create construction documents in line with the owner’s vision
 - i. Style, size(sqft) & design features
 - ii. Level of finish
 - iii. Material Selection
 - iv. Coordination of engineering and other design professionals
- b. Work with the contractor regarding constructability items and budget impacts during design
- c. Work with owner’s interior designer / decorator if needed