



TURNKEY PROJECT BLUEPRINT™

We design and build your project

Introduction

Our tried-and-true process for working with homeowners to realize their home's potential is based on nearly 20 years of remodeling experience in the Nashville market. When you select Trace to design and build your project, this is the blueprint we'll follow to the successful conclusion of your construction project.

Our initial consultation is complimentary. Moving forward, our process will involve two agreements:

- ▶ Professional Services Agreement – for designing and planning your project
- ▶ Fixed-Price Construction Agreement – for building your project

Initial Contact

It's easy to get started. Just pick up the phone or drop us an e-mail. After a brief telephone interview, the next step is to schedule a complimentary consultation at your house.

Complimentary Consultation

No charge

1 to 2 hours

To be accomplished:

- ▶ We'll tour your house, learn more about your priorities and discuss ideas.
- ▶ You'll learn more about us and how we'll work as a team to realize the vision for your home.
- ▶ We'll discuss renovation costs and potential investment levels for your project.

If our services are agreeable to you, the next step will be to sign a Professional Services Agreement.

Professional Services Agreement

Hourly rates with modest down payment; fees vary based on project size and complexity, but typically range from 2% to 5% of project cost.

- ▶ With this agreement, Trace's commitment to you is to develop professional, creative plans customized to meet your design and investment goals.
- ▶ Our expectation will be to work with you to the close of a successful construction project.
- ▶ Your commitment to us will be limited to the cost of the planning work completed in the design stage.

PHASE ONE: Conceptual Design and Project Feasibility

2 to 4 weeks

Covered under the Professional Services Agreement

Purpose – To establish the spaces and square-footage to be added or remodeled, the general design solution and the probable investment range.

To be accomplished:

- ▶ Site survey – field measurements and photographs
- ▶ "As-built" drawings of the existing floor plan – to use as the basis for new concepts
- ▶ Design kick-off meeting and subsequent review meetings
- ▶ Conceptual drawings of the proposed transformation
- ▶ Draft of the written Scope of Work – a detailed description of your project
- ▶ Probable investment range – updated as design is refined
- ▶ Timely meeting notes after each client meeting
- ▶ Your approval to proceed to the next phase

PHASE TWO: Design Development

4 to 6 weeks

Covered under the Professional Services Agreement

Purpose – To develop the conceptual design into detailed plans. Unless the detailed plans differ significantly, you can expect the final price to be within the previous probable investment range.

To be accomplished:

- ▶ Finish and fixture selections (countertops, plumbing fixtures, etc.) – Selection list with guideline prices and Trace's vendor list provided; professional interior-design services optional
- ▶ Kitchen, bath and cabinetry details
- ▶ Production team and trade contractor site visit – when plans are 90% complete
- ▶ Final Scope of Work – a detailed description of your project
- ▶ Detailed construction drawings
- ▶ Construction contract with fixed-price cost
- ▶ Timely meeting notes after each client meeting

PHASE THREE: Construction Services

Covered under the Fixed-Price Construction Agreement

At Trace, we believe on-site project management is a requirement for a successful project. With Trace as your contractor partner, you can expect:

- ▶ On-site project manager or lead carpenter assigned to your project with day-to-day responsibility
- ▶ Pre-Construction Meeting – to officially pass the baton to Trace’s production professionals
- ▶ A pardon-our-dust letter mailed to your neighbors
- ▶ Ready access to your project manager or lead carpenter by mobile phone and email during the business day
- ▶ Close communication with your project manager or lead carpenter through regular meetings and walk-throughs
- ▶ Award-winning craftsmanship and in-house cabinet-making
- ▶ Value-added supervision and quality control from Trace’s design/build team

Completion and Warranty

Trace is committed to completing your project on budget and on schedule, and we strive for a zero punch list. Our industry-leading system for eliminating unfinished details at the end of our projects means you get your house back sooner. After we’re finished, we provide a one-year warranty for our work. We’re proud of our work and glad to stand behind it.