

# concept design

putting the dream together

# 1



# 1. concept design



This is where it all begins. You are about to embark on a journey that will allow you to develop your own ideas into the reality of what could become your dream home.

By undertaking our free design consultation, you will be able to explore the potential that your property can offer. By reviewing your existing home, we will be able to advise on a number of quick fixes to improve looks, value and comfort.

If you are looking to create more space then there are a variety of ways of doing this to suit your budget. We can advise on a number of solutions that will enhance the beauty of your home whilst providing much needed living and storage space.

## concept design strategy

- analyse how you use your home
- discussing your most pressing needs
- reviewing your homes overall performance
- looking at the quick fixes
- does your homes layout work for you
- contemporary versus traditional
- how to make the elements work for you
- looking at new innovation
- doing your bit for the environment

Design!

communicating your expectations

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## 2. architectural design

Once the basis of the concept design has been established we can set to work creating the detailed information required to make it all happen.

The design element of our services can be broken down into the following categories :

1. Finalised concept design
2. 3D design 'virtual tour of your designed home'
3. Planning drawings
4. Building Control drawings and supporting information

The first two design services are provided for the home owner. In many instances they may not be necessary, but for the more complex builds they can offer much needed reassurance before progressing with the build.

The last two design services provide the Local Authority with the detailed information they require to approve your proposed works\*. As part of our service we will conduct all negotiations with the Local Authority on your behalf. Not only that, we will also provide your contractor with any additional information that he feels is required to finalise his tender. We will also be at hand to offer advice or additional information during the build if found to be necessary.

The type of additional information supplied varies on the complexity of the build, or on the method of contractor procurement chosen. This information can include the following :

- Full New Build Specification
- Material Schedules
- Build sequence planning
- CDM

\* any professional reports requested by your Local Authority such as Structural Engineer calculations and Ground Investigation reports are not provided as part of our service, but can be procured by us on your behalf.

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# appointing your contractor



# 3. appointing your contractor

There are many ways in which you can organise to have your building works completed. For the more adventurous of you, you may choose to undertake certain elements of the works yourself. For the less adventurous you may choose to appoint a sole contractor to oversee everything from the ground up.

We look to limit your financial risk by reviewing your options. If the works are generally straight forward with little risk, then we may suggest that contractors are appointed on an individual basis. However, if the construction is more complex then we would consider the possibility of appointing a sole contractor to oversee all elements of the works.

We will tailor a contractor procurement strategy to fit your needs. We will ensure that the strategy we submit minimises your risk whilst maximising the return on your budget.

## services we offer

- We can generate a construction programme complete with a site setup plan for the contractors to adhere to when carrying out their works.
- We can produce a full New Build Specification for all workmanship on the site.
- We can produce a detailed build estimate prior to receiving tenders, so rogue costs can be identified before contractors are appointed.
- We can produce a 'scope of works' for each trade package being tendered. This allows you to document each trades responsibility throughout the duration of their works.
- We can undertake a series of site inspections to monitor the workmanship of each key build stage.
- We can review Health & Safety practice on your site, and offer assistance in seeking its rectification.



**4**

**contract  
administration**  
protecting your interests

# 4. contract administration

Not every project goes as smoothly as you would like. Problems can occur from the most unlikely of sources causing significant delay or expense to you, the home owner. To limit your risk when this occurs, we recommend that our customers enter into formal agreements with their contractors. By doing so you can limit your risk by defining responsibilities, the scope of the works as well as agreeing completion dates before any work commences.

buildservices.co.uk offers their services in drafting this formal contract on your behalf. We will explain how this contract protects your interests, and how it can be used as a mechanism to ensure you get your project complete on time, to the agreed quality whilst meeting your budget.

We also offer our services by overseeing the contractual element of your build. By acting as a 'Contract Administrator', we can review all third party claims for additional time and expense, then arbitrate which are legitimate and which are not.

All disputes can be reviewed fairly ensuring that no unnecessary delays take place. And formal communication resulting from any dispute can be dealt with in accordance with the terms and conditions of the contract ensuring minimal disruption to both parties.

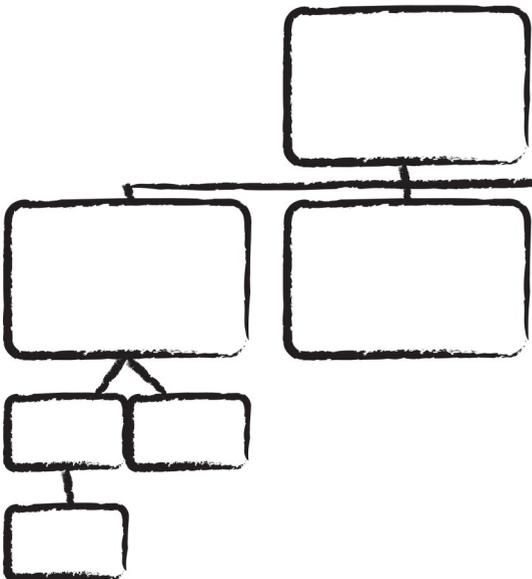
## contractual services

- Formally recording roles and responsibilities to all parties involved
- Drafting the project contract ready for signing
- Overseeing contractual matters
- Chairing dispute resolution meetings
- Providing contractual guidance to both parties during the build
- Overseeing Practical Completion of the project

# planning

communicating your expectations

# 5



# 5. Planning

A construction programme communicates a customer's expectations with regards to the sequence of their build, and the duration of each stage of this sequence. Why is this important?

The vast majority of our clients live in their property whilst construction is being undertaken. This makes sense financially, since it saves on relocation costs, but it means that our customers experience considerable disruption to their daily routine. We aim to reduce this disruption by committing contractors to agreed timescales during the sequence of their build. This allows our customers to plan for each disruption in advance (i.e. kitchen or bathroom alterations) whilst allowing contractors to progress their build. It is this communication between client and contractor that will lessen the impact of each build stage and help to promote a duty of care throughout the build process.

The programme also facilitates the issue of client supply items to the contractor. Customers may choose to supply specific materials during the build i.e. source their kitchen or windows through a third party. This can save a client a considerable sum of money in doing so, but may lead to the contractor being delayed. It is this delay that may incur the client additional unforeseen costs. We aim to prevent the client incurring additional costs by agreeing delivery timescales between both parties prior to signing the contract.

Within main stream construction, the importance of communication and teamwork is key to achieving a successful build. The construction programme is vital in ensuring that this happens on residential or home improvement projects.

## planning considerations

- Communicates your expectations to the contractor right from the beginning
- Helps you to assess the impact of works being carried out by the contractor at any time
- Gives you more flexibility in supplying items to the contractor
- Acts as a contractual document to assess progress
- Allows you to phase your build thus improving privacy and comfort in your daily routine

