



430 F Street Suite B Davis, CA 95616
web | makdesignbuild.com
tel | 530.750.2209
lic | 840316

System For Success: The MAK Design+Build Process

WORKING TOGETHER

At MAK, construction planning is integral to our design process. Our in-house design team and experienced builders collaborate from concept to completion. We ensure seamless communication by integrating the production team into project planning and having designers oversee the execution process. With everyone on the same team—including you—we work together toward one goal: your happiness.

HOW IT WORKS

Initial Consultation

The process begins with a one-hour consultation at your home. We'll discuss your reasons for remodeling, how you use your space, and the frustrations you want to resolve. This conversation helps our team propose tailored solutions. If our vision aligns with your goals and budget, we'll schedule a follow-up meeting at our office to present a Design Agreement.

Design Agreement Meeting

At this meeting, we'll review a Design Agreement with you. We will begin with a summary of our Initial Consultation and talk through the proposed scope of work and your design goals. The agreement outlines the project's potential scope, the design process, your preliminary budget, and expected timeline. This agreement is a simple, hourly contract that can be terminated at any time. Signing the agreement and submitting a \$1,000 Design Queue retainer officially starts the design process and places your project in our design queue.

Design Process

The design process consists of three phases: the **Preliminary Estimate Phase**, the **Design Development Phase**, and the **Construction Document Phase**. Typically, the design phase takes as long as construction.

It begins with a site survey, where we photograph, measure, and scan your space to create precise drawings and a 3D model. A few weeks later, we review a **Schematic Design Proposal (SDP)**, which includes proposed floor plans, elevations, inspiration images, and material boards. This package, along with a preliminary estimate, represents the deliverables for the Preliminary Estimate Phase. The estimate, based on recent projects and historical data,



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provides a budget within 20% of the final Fixed Construction Price. During this phase, we work together to refine and finalize the scope of work.

In the **Design Development Phase**, we hold biweekly meetings to review progress and updated budgets based on the decisions made in each meeting.

Finally, the **Construction Document Phase** consolidates all design and budgetary decisions into a Permit-Ready construction set, marking the conclusion of the design process.

Investment

Your total investment includes construction costs, design fees, engineering fees, permits, and owner-provided items. Construction costs are estimated based on similar projects and refined throughout the design phase. Items like appliances and fixtures, which vary widely in cost, are managed separately but coordinated during design. If structural engineering is required, those fees are billed as reimbursables.

Construction Contract

The detailed design process results in a fixed-price Construction Contract. Any amendments to the contract require a Change Order, which may arise from unforeseen conditions or requests for additional work. We recommend setting aside a contingency fund of approximately 5% of the total contract price. Payments are made in progress installments, typically every 2–3 weeks throughout the construction phase.

Schedule

We create a detailed project calendar before construction begins, outlining daily activities from start to finish. This schedule is managed via JobTread, an online platform that keeps you informed about the progress and daily tasks.

Project Management

Each project is assigned a dedicated Project Manager to oversee construction. Before work begins, a Pre-Construction meeting is held at your home to discuss logistics and establish communication. Weekly meetings are scheduled to review project updates and address any concerns.



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Weekly Meetings

Weekly meetings with your Project Manager and Production Leadership Team ensure clear communication and progress tracking. Meeting notes are documented and shared via JobTread for transparency.

Flowers on the Table

The final step is our celebratory Flowers on the Table meeting. This marks the completion of your project, where we review the finished work with you. You'll receive your Warranty Documents and Certificate of Completion beforehand. With punch list items resolved, professional cleaning done, and final inspections signed off, this meeting is a chance to reflect on our successful partnership and celebrate your beautiful new space!