

FULL DESIGN ACCOUNTABILITIES



Your remodel project is a full collaboration: we are working with you to achieve something special! We each have accountabilities to ensure a great remodel project with a great overall experience. Follow this worksheet in order, checking off what you have completed.

KEEP IMPORTANT NOTES ON ANY AND ALL ELEMENTS THAT ARE BEING DISCUSSED, AND MAKE SURE THEY SHOW IN WRITTEN AGREEMENTS IF YOU WANT THEM.

PHASE I

JOINT ACCOUNTABILITIES

1. o Review plan changes to ***Initial Design***
2. o Redline changes needed on ***Initial Design*** plans
3. o Review ***Price Sheet***
4. o Verbal discussion of ***Special Elements***
5. o Fill out ***Plan/Price Modification Sheet***
6. o Review costs for ***Full Design Agreement***
7. o Check off on ***Full Design Agreement***
8. o ***General Choice Selection***
9. o Confirm timelines for all ***Full Design Agreement*** meetings

HOMEOWNER ACCOUNTABILITIES

1. o Funding
 - a. **Approved Budget Amount** \$_____. I agree that this is an approved budget amount to work towards.
 - b. Name of your lender (if applicable)_____
 - c. Contact Person _____ Phone _____
 - d. Agree that they will use **DBD** recommended lender (*DBD does not receive any fees for owner to use recommended lenders*) to ensure project timelines are met. If you choose an alternate lending source, we cannot guarantee timelines will be met. If a non-recommended **DBD** lender causes delays, then **DBD** will be allowed to automatically enforce a change order allowing for timeline

extensions equal to the delay. Also, any charges for those change orders will be invoiced.

2. o Sign off on original set of **Initial Designs** that will be used as the reference for moving forward with a full set of construction drawings
3. o 24 hour review of *Redlined* changes to **Initial Design Plans**
4. o 24 hour review of **Price Sheet**
5. o Contact **DBD** within 24 of meeting to revise changes needed or **DBD** will proceed with changes discussed in meeting

DBD'S ACCOUNTABILITIES FOR \$_____ YOU RECEIVE

1. o Full plans and specs (see Listing of possible Plans & Specification to be included in Full Design Agreement)
2. o Accurate line-item pricing
3. o Pricing and commitments from subcontractor familiar with Job
4. o Present tentative design timeline for project
5. o Tentative timeline for construction
6. o Revise plans
7. o Revise specifications and **Price Sheet**
8. o Price out *Special Elements*
9. o Print up selections from *General Choice Selections* and estimated price
10. o Contact subs for onsite review of job conditions

PHASE II

JOINT ACCOUNTABILITIES

1. o Review plan changes
2. o Redline changes needed on plans
3. o Review revised **Price Sheet**
4. o Verbal discussion of *Special Elements*
5. o Fill out **Plan/Price Modification Sheet**
6. o Additions or deletions of *General Choice Selections*
7. o Define allowance Items vs. Shopping Items
8. o Set up **Shopping Meetings**

HOMEOWNER ACCOUNTABILITIES

1. o 24 hour review of *Redlined* changes to Plans
2. o 24 hour review of **Price Sheet**
3. o Contact **DBD** within 24 hrs. of meeting to revise changes needed or **DBD** will proceed with changes as discussed in meeting

DBD'S ACCOUNTABILITIES

1. o Revise plans
2. o Revise specifications and **Price Sheet**
3. o Price out *Special Elements*
4. o Print up selections from modified *General Choice Selections* and estimated price
5. o Confirm meeting times with vendors for **Shopping Meetings**

PHASE III

JOINT ACCOUNTABILITIES

1. o Review plan changes
2. o Review revised **Price Sheet**
3. o Verbal discussion of *Special Elements*
4. o Fill out **Plan/Price Modification Sheet**
5. o Determine item selection
6. o Fill out **Item Selection Sheets**
7. o **Shopping Meeting 1**: Date: _____ Time: _____

HOMEOWNER ACCOUNTABILITIES

1. o 24 hour review of *Redlined* changes to Plans
2. o 24 hour review of **Price Sheet**
3. o Contact **DBD** within 24 hrs. of meeting to revise changes needed or **DBD** will proceed with changes as discussed in meeting

DBD'S ACCOUNTABILITIES

1. o Revise specifications and **Price Sheet**
2. o Price out items on **Item Selection Sheet**
3. o Print up selections from **Item Selection Sheet**

PHASE IV

JOINT ACCOUNTABILITIES

1. o **Shopping Meeting 2**: Date: _____ Time: _____
2. o Review items selected at previous **Shopping Meeting 1**
3. o Review revised **Price Sheet**
4. o Fill out **Plan/Price Modification Sheet**

5. o Determine item selection
6. o Fill out ***Item Selection*** sheets

HOMEOWNER ACCOUNTABILITIES

1. o 24 hour review of *Redlined* changes to plans
2. o 24 hour review of ***Price Sheet***
3. o Contact **DBD** within 24 of meeting to revise changes needed or **DBD** will proceed with changes as discussed in meeting

DBD'S ACCOUNTABILITIES

1. o Revise specifications and ***Price Sheet***
2. o Price out items on *Item Selection* sheet
3. o Print up selections from *Item Selection* sheets

PHASE V

JOINT ACCOUNTABILITIES

1. o Review all numbers and plans
2. o Move to ***Construction Agreement***
3. o Know all the documents needed for each phase

DESIGN BUILD
DWELLINGS

