

Our Process

Step 1 – The Brief

The initial meeting is where you share your vision and ideas. We will explore your list of desires and needs and maybe ask some probing questions. If you are clear about what you want at this early stage we can outline a pathway for the project and what services you will need. This meeting is normally about one hour and is free. If you haven't already done so, we recommend you write brief that details your needs and aspirations, your design goals, timing of the project and budget. Please refer to our Guide to Writing a Brief for some assistance.

Step 2 – Site Analysis and Measure up (Pre-design)

A site analysis involves gathering information about the site. It includes research of the local authority resource management plan on site regulations and any existing features we should know about. A site measure involves measuring up any existing buildings and other significant features. E.g., trees, wells, boundaries. Pre-design also includes a study of prevailing wind directions, sun angles, views and anything else pertinent to the site.

Step 3 – Preliminary Design (Concept Design)

Once we have a good understanding of the site we can move on concept design. This starts with free flowing creative thoughts and pencil sketches. We then move onto the computer where we build a basic 3D model. This allows us to output 3D images from any angle which transforms ideas into something more tangible. Your response to the images brings more clarity to the design. It is not unusual to have a number of versions or revisions of the design at this stage. Concept design finishes when you happy with all the major elements of the design. At this point we will know if a resource consent is required and we can prepare this for you.

Step 4 – Developed Design

It's now time to develop the design further, and discuss the types of materials, finishes and specific products to be included in the project. We usually recommend a quantity surveyor is used at this stage to give you an estimate of the cost of your project.

Step 5 – Construction Documentation (Detailed Design)

When the developed design is finalised the design process continues through this next stage at a detailed level. The result is a full set of drawings and specifications and includes construction details, materials, systems and finishes. These documents are needed for a building consent, and by the builder for pricing the project as well as for construction.



Step 6 – Building Consent and Tendering/Negotiating

The drawings and specifications are then lodged with the territorial authority for a building consent. There is normally some communication between us and the authority as they process the application. Once the building consent is granted we can help with the tendering and/or negotiation process in selecting a quality builder that is suited for your particular project.

Step 7a – Contract Administration

This service involves regular visits to the project to oversee construction. We check on quality, monitor construction in accordance with the agreed contract, and deal with any issues arising. We ensure coordination between other consultants (e.g. engineer) and the main contractor. Records are kept of variations, insurances, cost control, retentions and the issue of certificates of payment. At the end of the build we do a thorough check of the job before issuing a practical completion certificate. At the end of the three months defects liability period a final inspection is done before we sign off the job.

Step 7b – Project Observation

An alternative to contract administration is project observation. This lesser service involves periodic visits to the project under construction, as requested by you. We check on quality control, monitoring construction in accordance with the agreed contract, and deal with any issues that may arise. You choose how much involvement on site you wish us to have.

